



## Bookkeeping Specialist I

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### Details

**Job ID :** 381

**Title :** Bookkeeping Specialist I

**Job Code :** 833

**Salary :** \$2,185.00 (Hourly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Administrative Services - Auditing Services

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### Purpose

RESPONSIBLE FOR ASSISTING WITH AND MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' AND MASTER COMMISSIONERS' ACCOUNTING MANUALS.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 5 Years of Work Experience

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### Job Required Knowledge

- 5 YEARS WORK EXPERIENCE MUST INCLUDE AT LEAST 2 YEARS IN BOOKKEEPING

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### Job Skills/Abilities

- MUST BE ABLE TO TRAVEL STATEWIDE
- EXCELLENT COMMUNICATION SKILLS
- ADVANCED COMPUTER SKILLS

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### Job Duties

- PERFORMS DUTIES OF A DEPUTY CLERK BOOKKEEPER IN EMERGENCY SITUATIONS
- TRAINS DEPUTY CLERKS ON THE AUTOMATED BOOKKEEPING SYSTEM
- ASSISTS CIRCUIT CLERKS' OFFICES IN CORRECTING AUDIT FINDINGS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED